WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions
Bureau of Partner Services

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Amy Mendel-Clemens
       CARES Call Center
       Policy and Systems Communications Section

BPS OPERATIONS MEMO	
No.:	**02-19**
File:	**7070.1**
	7300.1
Date:	**3/12/2002**
Non W-2 [ ] W-2 [ ] CC [X]	
PRIORITY: HIGH	

SUBJECT: Child Care Web Attendance Reporting
                (CCWA)

CROSS REFERENCE: CCPI Web Site -
                       http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm.

                       BWSP Operations Memo 01-44

EFFECTIVE DATE: March 25, 2002

PURPOSE

This Operations Memo covers the expansion of the Child Care Provider Information (CCPI) web site to include Child Care Web Attendance (CCWA) reporting, with the proper security clearance, by child care providers and local agency workers.

BACKGROUND

The Child Care Provider Information web site has been in production since August 2001 offering child care providers immediate, real-time access to data stored in the CARES Child Care Payment System (CCPS) relating to their individual provider location(s). (For more information regarding CCPI, visit the CCPI home page at http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm, or refer to BWSP Operations Memo 01-44.)

The Office of Child Care is committed to offering our provider customers the highest level of service possible. In the case of web attendance reporting capability, providers will be able to enter their attendance hours on-line, thereby avoiding time delays and postage costs, and improving the turnaround time for receiving their subsidy payments. Providers will also have inquiry and/or reports access to information relating to their current and past attendance reporting.

In addition to provider access to web-based attendance reporting, local agency workers can have access to enter attendance hours and override information through CCPI in addition to CCAR and CCOA on the CARES mainframe.

Current CCPI users will automatically be granted query access to provider attendance data. For all provider and worker users, update access must be requested and granted separately.

SUMMARY OF NEW FUNCTIONALITY

The addition of attendance reporting functionality to the CCPI web site will include the following:

♦   Child care providers who have update access will be able to directly enter the bi-weekly attendance hours for the subsidized children attending their facility. They will be able to enter attendance for the most-recently completed attendance period, as well as any other prior period up to six months in the past. A field to indicate terminating an authorization will be available. They will also be able to view information relating to overrides, terminated authorizations, and, for "confirmation" counties/tribes (see Confirmation definition below), whether that action has taken place. Providers with query access only will be able to view attendance data but not change it.

♦   Child care workers at local agencies will be able to use the CCPI/CCWA screens to view attendance information and enter attendance hours and override data – the same functionality as currently on CCAR and CCOA. Update versus query access will be security-controlled and will apply to the web screens.

♦   Attendance-related reports will be included.

CCPI/CCWA USERS

Current CCPI Users (Providers) - Query access to attendance screens and reports will be automatically added effective March 25, 2002. Update access will need to be requested (see below).

Current CCPI Users (Local Agency Staff) - Query access to attendance screens and reports will be automatically added effective March 25, 2002. Update access will need to be requested (see below).

SECURITY PROCEDURES

CCWA is the first web-based CARES functionality that actually updates the CARES data base. Consequently, in keeping with DWD Security directives, security will be tight and procedures will be strictly enforced.

> **NOTE:** All current CCPI users, whether a provider or a local agency child care worker, must request and be granted new security access in order to enter attendance or overrides (only workers can enter overrides) through CCWA.

New Form for Provider Access: A revised CCPI security access form (DWS 12552 R. 03/2002) must now be used for all providers requesting new or changed CCPI access. The form is accessible through the CCPI home page in HTML format, which means it can be completed on-line, then printed, signed, and submitted for approval.

Providers must be made aware that the bottom section of the on-line version of the Provider Information Access Request form must be completed in order for the form to be processed. The "Effective End Date" field can be left blank for new access with no foreseeable end date.

Once completed and the "submit" button clicked, the form will return on the screen completed. When the "Print" button is hit, a printed version of the form will be provided with boxes included for all appropriate approval signatures along with a detailed list of "Provider Responsibilities for Attendance Entry" which the provider must agree to by signing again at the bottom.

A copy of the revised form is attached to this operations memo.

Local Agency Child Care Staff - Modifications to CCPI access levels, as well as requests for new CCPI login IDs are to be directed to and through the Local Security Officer. Individuals needing a CCPI logon ID should first clear it through their supervisor. Each person should create a Site Server account, following the procedures found at the OCC CCPI web site (see Internet address above) and then notify their Local Security Officer. Workers do not need to complete the DWS-12552 form.

> **NOTE:** All individuals who currently have CARES access and who are requesting a CCPI logon MUST use their six-character CARES mainframe logon (example: XDA999) as their Site Server/CCPI User Name. (Users are free to select their own passwords). Any request not following this requirement will be rejected by DWS Security.

The Local Security Officer has the discretion of whether to approve or deny each individual request. The Local Security Officer will compile a list of logon requests for those approved for new CCPI logon ID's or for expanded access to include update in CCWA and send it to DWS Security. For each individual, include the following information:

> Individual's Name
> Site Server (CCPI) User Name (must be mainframe logon)
> Security Profile Requested (Local Agency Staff, Local Security Officer, or Child Care Coordinator)
> CCWA – Update or Inquiry Access?
> Social Security Number
> Mother's Maiden Name

Deletions of Logon IDs - Because of the confidential nature of the data included in CCPI, any individual no longer having a valid need for CCPI access must have their logon ID revoked immediately. These situations can include child care provider staff who are no longer employed or county/tribal staff who have changed jobs or for whom CCPI access is no longer needed. Local Security Officers **must** notify DWS Security of these situations immediately and either submit a DWS-12552 with the appropriate item checked at the top of the form, or use another form of written communication to DWS Security.

CONFIRMATION

The Office of Child Care expects local agencies to continue the high level of monitoring attendance reporting which they currently perform. Each county or tribe will be allowed to, and required to elect whether they will be a "Confirmation Agency" or a "Non-Confirmation Agency."

"**Confirmation Agency**" means that a local agency staff person with the proper security access, either on CCPS or CCPI, must go to the attendance screen (CCAR on CCPS, or the Provider Attendance screen on CCPI) and confirm the data entered, child-by-child, for each week of the two-week attendance period, by checking the appropriate confirmation indicators. A special CCPI

report will be provided listing provider data awaiting confirmation. **Confirmation action must be taken by the local child care agency in order for a payment to be made to the provider.**

"**Non-Confirmation Agency**" means that payments for attendance entered through CCPI/CCWA will be issued during the regular batch issuance job without any active intervention by the local child care agency. This is the same timing as if the local agency had entered the attendance directly themselves. All confirmation fields on the attendance screens for non-confirmation agencies will be either blank or protected.

Whether a county/tribe has elected to be a confirmation or non-confirmation agency, attendance monitoring (observing unusual utilization patterns, tracking for possible provider error or fraud, taking appropriate follow-up action, etc.) must still be pursued.

Each local agency must indicate on the attached confirmation form whether confirmation or non-confirmation is selected. The completed form must be returned to the Office of Child Care no later than March 22, 2002. Forms should be mailed or FAX'ed to:

> Rebecca Brueggeman
> DWD/DWS Office of Child Care
> 201 East Washington Avenue
> P. O. Box 7935
> Madison, WI 53707-7935
> Fax: (608) 261-6968.

WEB SCREENS AND FUNCTIONALITY

There are two new data entry screens available to authorized users in local child care agencies: Provider Attendance and Provider Override Attendance.

> **NOTE:** The CCPI User Manual has been updated to include information on the new attendance-related screens. Links to the User Manual (which can be easily downloaded and printed) can be found on the CCPI Home Pages within and outside the actual CCPI application. Details on individual fields, the inter-relatedness of data, screens, etc. can be found in that document. This memo is intended to provide only a brief overview of what is new and changed.

Comparison of CCPI Provider Attendance screen with CCAR - The web Provider Attendance screen is intended to resemble CCAR, both in terms of layout and data, but with the "look and feel" of the CCPI system. However, there are several fundamental differences between the two attendance entry screens:

> **Case or Authorization Number:** CCAR displays the case number for each child listed; CCPI Provider Attendance displays the authorization number(s) for the child.

> **Authorization Worker ID:** The authorization worker ID displays on CCAR but does not on CCPI Provider Attendance. However, CCPI offers the optional functionality to search and select attendance data by Authorization Worker ID.

> **Authorization Begin and End Dates:** The authorization begin and end dates display on CCAR but do not on CCPI.

> **Attendance History Screen:** By clicking on a child's name on CCPI, a user is taken to an attendance history screen for that child.

Override Screens: While there are some differences between how the two systems' override screens work, they are fundamentally alike.

CCPI Administration: A new Administration "tab" has been added to the top row of tabs on all CCPI screens. By clicking on this tab, a user will be taken to a screen at which a county/tribe can be selected which will show the user whether that county/tribe is a Confirmation OR Non-Confirmation agency, along with the history of previous yes/no statuses for this item.

Reports: A report ("Attendance to be Confirmed") has been added which lists, for Confirmation agencies only, the providers which have attendance entered but not yet confirmed. This report will be viewable only by local agency staff, not by providers. This report is the only automated way for confirmation agencies to know what provider-entered attendance needs to be confirmed. The report should be viewed frequently.

MAINFRAME (Child Care Payment System) SCREENS AND FUNTIONALITY

Two new fields - for confirmation of week one and week two of attendance - have been added to CCAR. Data displays differently in the confirmation fields on CCAR depending on if the county requires confirmation on provider entered attendance or not and whether the attendance was entered by the local agency or the provider.

When Confirmation is required:

- The confirmation fields will be protected and blank if no attendance is entered.
- When the provider enters attendance that has not been confirmed, the confirmation field will become updateable and display a "N" to indicate that the attendance has not been confirmed.
- The worker confirms attendance on the mainframe by entering a "Y" in each appropriate confirmation field for each child for each week.
- Once the worker has confirmed attendance, the provider can no longer update attendance – even if it is prior to the issuance cycle running.
- A worker can modify/delete provider entered attendance before the issuance cycle runs when attendance has been confirmed. The worker must first "un-confirm" attendance by changing the "Y" to a "N" on the mainframe.
- When the worker enters attendance, the confirmation field displays an "S". The attendance is updateable by both the worker and the provider until issuance runs. If the provider enters attendance, a "N" will appear in the confirmation field and issuance will not occur until the worker confirms the provider entered attendance.

When Confirmation is not required:

- The confirmation fields will be protected if the case is in a county/tribe that has chosen not to confirm attendance prior to issuance being made on attendance entered by providers.
- The confirmation field will be blank if attendance is not entered for that week of the attendance period.
- When a worker or provider enters attendance on the web or on the mainframe, an "S" will appear in the confirmation field.
- Providers and workers can delete/modify attendance up to the time that issuance is run.

The data in the terminate field displays differently on CCAR when there is a web-entered termination of an authorization or when two consecutive weeks of zero hour attendance for an enrollment-based authorization occurs.

Authorization termination process:

- When an authorization is terminated **on CCAR** by entering a "T in the "TERM" field and pressing enter, the authorization is ended real-time. A "T" displays in the "TERM" field when you tran back.
- When an authorization is terminated **on the web** by checking the "Term Auth" field, the authorization is not terminated until batch processing that night. An "R" will display in the "TERM" field on CCAR until the next day. The termination of the authorization can be deleted until batch runs that night. Once batch runs, the "R" becomes a "T" to indicate that the termination of the authorization has occurred.
- CCAH and CCHA will display the "R" and the "T" as described above.

Authorization ending due to two consecutive week of zero hour attendance:

- When two consecutive weeks of zero hours of attendance are entered **on CCAR** for an enrollment-based authorization and "enter" is pressed, the authorization is ended real-time. A "Z" displays in the "TERM" field when you tran back.
- When two consecutive weeks of zero hours of attendance are entered **on the web** for an enrollment based authorization, the authorization will not be ended until batch processing that night. An "S" will display in the "TERM" field until the next day. The hours of attendance can be modified until batch runs that night. Once batch runs, the "S" becomes a "Z" to indicate that the authorization has been ended by CCPS due to two consecutive weeks of zero hours of attendance for an enrollment-based authorization.
- CCAH and CCHA will display the "S" and the "T" as described above.

CCHA will only show the history of actions taken on the screen CCAR. In order to view all actions taken on CCAR and web by both workers and providers, view the history of attendance on the web by clicking on the child's name on the attendance entry screen.

ATTENDANCE REPORT FORMS

The Office of Child Care has no immediate plans to revise the bi-weekly attendance report forms in conjunction with the implementation of CCPI/CCWA. All providers, including those using the web-based attendance reporting, will continue to receive attendance forms in the mail. There are no requirements that providers maintain a completed form on file in their center, however they may wish to do so. Licensed group providers continue to be required to maintain sign in/sign out documents on site; licensed family and certified providers must maintain some records of attendance.

Future plans for changes to the attendance report form include:

- The text at the bottom of the form ending with the provider signature space, will be revised to match the attached revised security request form (DWS 12552 R. 03/2002).
- Provider information listed between the address field and the beginning of the children's names may be revised along with the change described above.
- Beginning in April 2002, the address field for these forms will be moved from the right to the left side of the form in order to use new envelope stock. (A similar change is planned for CARES notices, including child care authorization notices.)
- The Office of Child Care plans to continue its initiatives to provide electronic processing for the child care subsidy program whenever possible. To this end, long range plans may involve offering a web-based attendance report form to replace the paper version. Other paper reduction moves are also being considered.

CCPI USER MANUAL

The CCPI User Manual has been revised to reflect all the changes described in this operations memo, along with much greater detail. Links to this document can be found at http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm. Users are encouraged to download and print the revised document and use it as a reference source for all CCPI screens and functionality.

IMPLEMENTATION PLAN AND TIMELINE

The web-based attendance functionality was put into production, on a limited basis, beginning Monday, March 4, 2002. A pilot test of the new system began on that date involving five licensed group providers located primarily in Milwaukee County. Since one provider also serves children in Waukesha County, both Milwaukee and Waukesha Counties are also participating in this evaluation of the new system.

The Office of Child Care plans to offer the CCWA system statewide beginning March 25, 2002. Local agency child care coordinators and local security officers should begin to expect the submittal of new DWS 12552 forms as early as March 25, 2002. Local agency child care staff can begin to request their new or changed CCPI logons beginning March 25, 2002, following the procedures described earlier in this operations memo.

The public information phase of this project is planned as follows:

♦ Providers will be notified of this availability via stuffers (see below). These stuffers will be included in the check or EFT remittance envelopes during the provider payment mailings on March 18 and 25, and April 1, 2002.

♦ Beginning March 25, 2002, any CCPI user logging into CCPI will find a new, bold-faced message box at the top of the home page with the header "What's New in CCPI. On-line Attendance Entry is now available." Information in the box directs interested providers to the security procedures for gaining update access. It also informs ongoing users that inquiry access has automatically been added to their profiles.

♦ An "Announcement" of the upcoming attendance-related changes to CCPI will appear soon in the Announcements section of CCPI.

♦ The CCPI FAQ's (Frequently Asked Questions) have been revised to reflect the inclusion of web-based attendance reporting.

♦ A DXBM announcing the production move of CCPI/CCWA and the accompanying changes to the CCPS mainframe screens and functionality will be issued on March 25, 2002.

♦ The CCPI On-Line Informational Flier has been modified to include information about attendance reporting in CCPI. A link to the Flier is located at http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm.

Copies of the stuffer and new Flier are attached to this operations memo.

CCPI HOURS OF AVAILABILITY

Recognizing that child care providers will need access to CCPI during times they are free of their primary responsibilities, CCPI will be available for update and inquiry access for all users during the following times:

Monday   6:30 a.m. to 7:00 p.m.
Tuesday   6:30 a.m. to 7:00 p.m.
Wednesday   6:30 a.m. to 9:00 p.m.
Thursday   6:30 a.m. to 7:00 p.m.
Friday   6:30 a.m. to 5:00 p.m.
Saturday   6:30 a.m. to 3:00 p.m.*
Sunday   Not Available

*These times may vary due to the periodic need to have the mainframe available for batch processing during these hours. All users are encouraged to check the most current times of availability by using the links to the "On-line Availability Calendar" at http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm.

HELP

CCPI users, both local agency staff and providers, who have questions about CCPI, including the new attendance-related changes should continue to call the Child Care Help Desk at (608) 261-4580.

CARES users should continue to contact the main Call Center at (608) 261-6317 - Option #1 - with CARES and CCPS questions, including the changes described in this operations memo.

CONTACT

DWS CARES Information and Problem Resolution Center

> Email: carpolcc@dwd.state.wi.us
> Telephone: (608) 261-6317 (Option #1)
> Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.

DWD/DWS/OCC/AS

(CCPI Security Request Form - revised)

Please print this form and return it to your county/tribal Child Care Coordinator for approval. The county/tribal agency will forward it to the DES Security Officer. You will receive a notice when your access is approved.

CARES CHILD CARE WEB ACCESS REQUEST	
Action :	Request ID Number:
User ID : Name :	
SSN :	Mother's Maiden Name :
Organization/Child Care Center Name :	Daytime Phone : ( ) -
Director/Owner Name :	Director/Owner's Phone : ( ) -

Provider Information Access Request					
Provider #	Loc #	County Name	Type of Application: (see below for details)	Effective Begin Date	Effective End Date
			A. Enter and View Attendance, View Authorizations and Payments B. View Attendance, Authorizations, and Payments C. View Authorizations D. View Payments and Attendance		

Use of this logon and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The User's signature on this form constitutes acceptance of responsibility for compliance with §49.32(10), §49.32(10m), §49.81, §49.83, §943.70(2) and with DWD policy (attached to new logon approvals).

User Signature :	Date Signed :
Director Signature :	Date Signed :

Child Care Coordinator Signature :	Date Signed :
County/Tribal/W-2 Security Officer Signature :	Date Signed :
State Security Officer Signature :	Date Signed :

Provider Responsibilities for Attendance Entry

- I understand that I must enter the actual hours of attendance for each child in care on the Provider Attendance web screen, even if the authorization is based on enrollment.
- I understand that I must notify the local child care agency within 10 days of becoming aware that a child is no longer attending the child care center/home. I can notify the local agency by phone, in writing or by checking the **Terminate Authorization** box on the Provider Attendance web screen.
- I understand that I cannot care for more children than my certification or license allows. This includes private pay and subsidized children.
- I understand that if an overpayment is caused as a result of my not reporting attendance accurately, not notifying the agency timely when a child is no longer in my care or caring for more children than my certification or licensure allows; I will have to pay the overpayment back.
- I understand that overpayments are deducted from future issuance. If no future issuance will be made, the overpayment must be paid back directly to the local agency.
- I understand that if I submit inaccurate attendance information, I may be referred for fraud investigation.
- I understand that I must submit either paper Child Care Attendance Reports or attendance through the web in order to receive payment.
- I understand that the local agency has the authority to stop payment and/or authorizations if I am not in compliance with certification or licensure rules or if I have submitted inaccurate attendance information.
- I understand that I must keep a record of each child's attendance at the center.
- I understand that the State of Wisconsin and/or the local child care agencies have the right to visit the center to review attendance records or request that these records be sent to the appropriate agency for review.

I certify that I have read the above information and I understand my responsibilities to report complete and accurate attendance information.	
User Signature :	Date Signed :

Return this form to your County/Tribal Child Care Coordinator

State of Wisconsin
Department of Workforce Development
Division of Workforce Solutions

Child Care Provider Web Attendance Entry
Confirmation Agreement

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)]

The purpose of this Confirmation Agreement is for local agencies to:

1. Indicate if agency confirmation will be required prior to issuance being made on provider-entered attendance.

2. Indicate how provider attendance will be monitored.

3. Request a change to the agency confirmation requirement in the future.

Today's Date: _____

Agency Name: _____

Agency Address: _____

Name of Person Completing Plan: _____

Telephone Number: _____

E-Mail Address (if available): _____

Choose one of the following options:

☐ This agency will require confirmation of provider-entered attendance prior to issuance being made.

Effective Date: _____

Describe the process within your agency of how provide confirmation of provider entered attendance will be on a timely basis. Describe how your agency will communicate to providers any provider-entered attendance timelines that will be used to guarantee payment the week after attendance is entered.

_____

_____

_____

_____

_____

☐ This agency will not require confirmation of provider-entered attendance prior to issuance being made.

Effective Date: _____

Describe the process within your agency on how provider-entered attendance will be monitored for accuracy, completeness and reasonableness. For example, will you review attendance entry screens (CCAR), utilization screens (CCQU/CCIL) or EOS reports (0-40% Utilization and/or 95-100% Utilization)? Describe how often will you monitor provider-entered attendance.

_____

_____

_____

ANNOUNCING THE CHILD CARE PROVIDER INFORMATION WEB SITE

The Department of Workforce Development, Office of Child Care is pleased to offer child care providers an innovative new business tool: **CCPI**, which stands for **C**hild **C**are **P**rovider **I**nformation. With CCPI, you will have access to information from the child care subsidy program (also known as Wisconsin Shares) through the World Wide Web. This internet-based access to the Child Care Payment System (CCPS), the computer system which runs the child care subsidy program, will connect you to a wide variety of information with a mere "point and click" of your mouse. You will be able to view the following:

Provider Information

VIEW CURRENT, PAST AND FUTURE AUTHORIZATIONS, ALONG WITH DETAILED PAYMENT INFORMATION. INCLUDED ARE YOUR SPECIFIC SITE REGULATION STATUS, ACCREDITATION, RATES, ADDRESS, TELEPHONE NUMBERS, ETC. NEW - YOU CAN ALSO ENTER ATTENDANCE FOR CHILDREN IN YOUR CARE DIRECTLY ONTO THE WEB.

Announcements

VIEW ANNOUNCEMENTS RELATING TO THE CHILD CARE PAYMENT SYSTEM (E.G., CHANGES IN MAILING DATES DUE TO FEDERAL HOLIDAYS, SPECIAL ACTIONS DUE TO CHANGES IN THE FEDERAL POVERTY LEVEL, ETC.) AND OTHER STATEWIDE OR COUNTY/TRIBAL ITEMS OF INTEREST.

FAQ

View the most common questions and answers about the Wisconsin Shares Program, the Child Care Payment System (CCPS) and other child care matters.

Reports

View and print reports that summarize the authorizations and payment information for your child care location.

HOW CAN I GET ACCESS TO THIS WEB SITE?

You can access the Child Care Provider Information web site through the Child Care Home Page at:

http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm

Follow these easy steps to set up your User ID and Password
From the OCC Web page:

- Click on **CCPI Login** and you will be taken to the State of Wisconsin, DWD User Login page
- Once on the User Login page, click on **CREATE ACCOUNT** and create your account. Print and save the DWD Account Creation confirmation page (record your user ID and password in a secure place for future reference), then click the link at the bottom of the page to continue
- You will be taken back to the Log In page where you can **enter your User Name and Password** and hit login

You have successfully created your Login ID! Now, click on the DES-12552 icon to complete the CARES Child Care Web Access Request form.

1. Complete and print the DES-12552 form. Completing this form accurately will save processing time.   Make sure that you read the directions carefully and supply all the required information. The form must be signed by the Program Director (group centers.)
2. Submit the completed DES-12552 form to the Child Care Coordinator at your local child care agency.
3. Your DES-12552 form will be processed through local and state security officers. An e-mail or written verification will be sent to you when your access has been established.

 A few days after sending the above form to the local agency, you can try to access the web site. Your access may have already been set up but the notice may not have reached you yet.

Once you receive your confirmation you can go to this site and be able to view all of the information we have for your specific provider location. We feel confident you will find this web site to be useful in organizing the information relating to your child care facility.

For more information, please contact your local agency.
¿Preguntas? Consulte a su expecialista.
DWSW-12595-P (R. 03/2002)

ATTENTION CHILD CARE PROVIDERS
ENTER ATTENDANCE HOURS DIRECTLY ON THE WEB!!!

Just think, you will no longer need to submit a paper copy of the Attendance Report Form. Once you are granted access, you can begin to enter attendance through the **Child Care Provider Information (CCPI)** web site. Everyone (including current CCPI users) must request and obtain new security access to be able to enter attendance. This new functionality will be available starting March 25, 2002.

I am a current CCPI user - how do I get access to enter attendance through CCPI?
Log into CCPI. Follow the instructions in the "What's New in CCPI" box on the Home Page. After you have submitted the Security Form to the local child care coordinator, wait a couple of days for your access to be set up and then click on the "Attendance" tab from the Provider Details Information page.

If you need directions on how to enter attendance, view the FAQ section under the title "Provider Web Attendance Entry" or click on the User Manual link that can be found on the CCPI Home Page and at: http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm.

If you are a current CCPI user but not interested in Web Attendance Reporting, you are automatically granted access to **view** attendance related information that has been entered by the local child care agency. Click on the "Attendance" tab from the Provider Details Information page to view attendance.

I am not a current user of CCPI – what is CCPI and how do I get access?
CCPI is **C**hild **C**are **P**rovider **I**nformation.   It is access to information from the child care subsidy program, Wisconsin Shares, through the World Wide Web.   Here is a description of what you can see and do in CCPI:

    Enter: child care attendance hours.

        1. View:
- Child care **authorization information** for the past, present and future
- Detailed **payment history**
- The specific **provider information** that is in the CARES Child Care Payment System (CCPS) regarding your center's regulation status, rates, mailing address, etc.
- **Announcements** about changes in check mailing/EFT deposit dates, professional development/training opportunities, etc.
- FAQ's **(Frequently Asked Questions)** and answers to the most commonly asked questions about Wisconsin Shares – the Child Care Subsidy Program – and other child care topics.

- **Reports** that list authorization and payment information for a time period that you select. Reports print nicely for record keeping purposes.

Learn how to access CCPI on the Child Care Home Page at:
http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm
Click on the CCPI Online Informational Flier for step by step directions of how to gain access to CCPI.